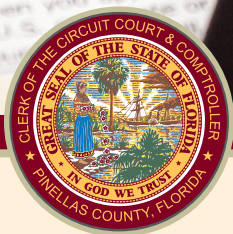


# PASSPORT APPLICATIONS

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Anyone, including infants, traveling to a foreign country requiring passports will need a passport. Every applicant must appear in person, regardless of age (even minor children).

**KEN BURKE, CPA**  
**CLERK OF THE CIRCUIT COURT**  
**AND COMPTROLLER**  
**PINELLAS COUNTY, FLORIDA**

A passport, on average, will take a minimum of four to six weeks to be delivered to you from the time the National Passport Processing Center (NPPC) receives the completed application.

The passport will be mailed directly from the NPPC to the address you provide. Expedited service is available for an additional fee plus overnight delivery charges. You may check the status of a pending passport through the U.S. Department of State's National Passport Information Center (NPIC), online: [www.travel.state.gov](http://www.travel.state.gov) or by phone: (877) 487-2778, for TDD: (888) 874-7793. The forms mentioned in this brochure are also available on the NPIC website and the Clerk's office.

For persons age 16 and older, passports are valid for 10 years. For persons younger than 16, passports are valid for five years.

All persons, including U.S. citizens, traveling by air between the United States and Canada, Mexico, Central and South America, the Caribbean and/or Bermuda will be required to present a **valid passport book**, Air NEXUS card, U.S. Coast Guard Merchant Mariner Document or an Alien Registration Card, Form I-551, if applicable.

### **Passport Card**

The wallet-size passport card is convenient and less expensive than the passport book. **However, the U.S. Passport Card cannot be used for international air travel.** This new travel document can be used to enter the United States from Canada, Mexico, the Caribbean and/or Bermuda at land border crossings or sea ports-of-entry.

### **Requirements For A Passport Book And/Or Card:**

- Proof of U.S. citizenship\*
- Proof of identity\*\*

- Social Security number (regardless of age)
- Two passport photos\*\*\*
- **Unsigned** DS-11 passport application
- Payment - YOU WILL NEED 2 CHECKS! One payable to the U.S. Department of State and one payable to the Clerk of the Court.

*\*A previous U.S. passport, a certified government-issued birth certificate, a Consular Report of Birth Abroad or Certification of Birth, a naturalization certificate, or a certificate of citizenship is valid proof of citizenship.*

*\*\*A previous U.S. passport, a naturalization certificate, certificate of citizenship, or a current valid driver's license, government or military I.D. is valid proof of identity. **A Social Security card, Voter Registration card or military discharge papers are NOT ACCEPTABLE PROOF OF IDENTITY.***

*\*\*\*Two identical, color, 2x2 inch photos with a full face, front view between one inch and 1 3/8 inch from the bottom of the chin to the top of the head, on a white or off-white background, taken within the past six months, showing current appearance are required. You may have your passport photo taken at the Clerk's office for an additional fee.*

## **Passports For Children**

To apply for a U.S. passport for a child age 15 and younger, BOTH parents or legal guardians MUST appear in person with the child, OR provide either a notarized consent form that indicates both agree to the issuance of a passport for the child, or proof that the applying parent has sole authority to obtain the passport. You must provide current, valid identification and proof of your relationship to the child, who must also appear in person.

continued on back

## Renewals

If the passport was issued on or after the 16th birthday, was issued less than 15 years ago, your name is the same or you can produce name-change documentation, and the passport itself is still in good physical condition with the photo intact, the passport may qualify for renewal. Form DS-82 must be completed to apply for a renewal.

## Lost Or Stolen Passports

Report a lost or stolen valid passport immediately. Complete the Statement Regarding Lost or Stolen Passport, Form DS-64, available on the NPIC website or in the Clerk's office. Then you may do either of the following:


- If you choose to apply for a new passport, you must appear in person at the Clerk's office, Passport Acceptance Facility or Department of State Passport Agency with both the DS-64 and a completed, unsigned Form DS-11.
- If you choose NOT to apply for a new passport, complete the DS-64 and mail it to:


U.S. Department of State, Passport Services  
Consular Lost/Stolen Passport Section  
1111 19th Street N.W., Ste. 500  
Washington, D.C. 20036


***PLEASE DO NOT mail your new passport application to this address. You MUST appear in person for a new passport.***

For more information on any of these services, please call Recording Services at (727) 464-4876 or visit [www.mypinellasclerk.org](http://www.mypinellasclerk.org).

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[www.youtube.com/user/PinellasCountyClerk](http://www.youtube.com/user/PinellasCountyClerk)

Persons with disabilities requiring reasonable accommodations to use the services provided should call (727) 464-4062 (TDD or Voice). Call 24 hours prior to coming to the courthouse.